

**Personnel Department  
State of Alabama  
Weekly Status Report of Examination Program  
July 11, 2007**

**REGISTERS ESTABLISHED OR UPDATED SINCE July 5, 2007 (Figures in parentheses indicate number of names on registers)**

10952 Buyer (Promotional) (Continuous) (9)  
10198 Administrative Support Assistant III (Promotional) (Continuous) (23 added to list)  
10801 Equal Employment Officer (Continuous) (2 added to list)  
11903 Retired State Employee (Technical Option – 315) (Continuous) (1 added to list)  
11921 Administrative Analyst I (Continuous) (1 added to list)  
20429 Professional Civil Engineering Trainee (Continuous) (4 added to list)  
20802 Forensic Scientist I (Continuous) (11 added to list)  
20804 Forensic Scientist II/III (Continuous) (2 added to list)  
20842 Forensic Scientist IV (Continuous) (3 added to list)  
20843 Forensic Scientist VI (Continuous) (2 added to list)  
20844 Forensic Scientist V (Continuous) (1 added to list)  
20854 Forensic Pathology Technician I (Continuous) (3 added to list)  
20855 Forensic Pathology Technician II (Continuous) (1 added to list)  
21121 Police Communications Officer I (Public Safety Option – 220) (Continuous) (16 added to list)  
30420 Cultural Resources Coordinator (Promotional) (Continuous) (1 added to list)  
40111 Home Health Aide (Continuous) (26 added to list)  
40233 Home Care Services Nurse Care Coordinator (Continuous) (2 added to list)  
40240 Staff Nurse (Continuous) (17 added to list)  
40244 Nurse Coordinator (Continuous) (9 added to list)  
40622 Public Health Educator (Continuous) (6 added to list)  
40623 Public Health Educator, Senior (Continuous) (4 added to list)  
40625 Public Health Education Manager (Continuous) (1 added to list)  
40721 Emergency Medical Services Specialist (Continuous) (2 added to list)  
50221 Senior Social Worker (Continuous) (2 added to list)  
50246 Social Service Caseworker (Continuous) (1 added to list)  
50247 Financial Support Worker (Continuous) (1 added to list)  
50248 Social Worker (Continuous) (3 added to list)  
50352 Rehabilitation Counselor (General Option – 003) (Continuous) (19 added to list)  
50420 Medical Care Benefits Specialist I (Continuous) (4 added to list)  
50433 Medicaid Eligibility Specialist, Senior (Promotional) (Continuous) (22 added to list)  
50520 Human Services Program Coordinator (Children's Services Option – 442) (Continuous) (9 added to list)  
50531 Human Services Program Specialist (Senior Services Option – 225) (Continuous) (30 added to list)  
60150 Emergency Management Program Specialist (Continuous) (7 added to list)  
60615 Military Security Guard II (Continuous) (5 added to list)  
60637 State Capitol Police Officer (Continuous) (1 added to list)  
60710 Correctional Officer Trainee (Continuous) (1 added to list)  
60711 Correctional Officer (Promotional) (Continuous) (26 added to list)  
61140 Home Builders Licensure Board Investigator (Continuous) (7 added to list)  
70437 Forestry County Manager/Management Specialist (Promotional) (Continuous) (1 added to list)  
70801 Conservation Enforcement Officer (Wildlife Biologist Option – 461) (Continuous) (3 added to list)

**REGISTERS TO BE ESTABLISHED**

10197 Administrative Support Assistant II  
10582 IT Functional Systems Analyst  
10706 Revenue Manager II (General Option – 003) (Promotional)

## REGISTERS TO BE ESTABLISHED (Continued)

10706 Revenue Manager II (Income Tax Option – 158) (Promotional)  
10706 Revenue Manager II (Sales Tax Option – 160) (Promotional)  
10841 State Personnel Analyst I  
10875 Retirement Counselor  
10951 Buyer, Associate  
11211 Bank Examiner I (Credit Union Option – 433)  
11221 Insurance Consumer Complaint Specialist I  
11433 Employment Service Senior Manager (Promotional)  
11461 Unemployment Compensation Technician  
11503 Legal Research Assistant  
11534 Attorney IV  
11672 Military Construction Specialist II  
11681 Fire Fighter/Driver Operator  
11717 ABC Sales Manager I  
11752 ABC Warehouse Lead Worker (Promotional)  
20111 Engineering Assistant  
20345 Real Estate Appraisal Investigator  
20614 Environmental Scientist  
20652 Public Health Environmentalist  
20857 Forensic Sciences Assistant Medical Examiner  
21233 Planning and Economic Development Specialist III  
40434 Public Health Physician Director  
40435 Public Health Physician, Senior (Medical Epidemiology Option – 323)  
50230 Human Resources Program Administrator (Promotional)  
50340 Classification Specialist  
50403 Senior Disability Specialist (Promotional)  
50405 Disability Determination Supervisor (Promotional)  
50520 Human Services Program Coordinator  
(Early Childhood/Pre-K Option – 262)  
50533 Human Services Program Manager (Children's Services Option – 442)  
60334 ABC Enforcement Sergeant (Promotional)  
60342 Agricultural Investigator (Animal/Poultry Meat Products Option – 255)  
60795 Corrections Associate Commissioner (Administration Option – 025)  
60805 Youth Services Child Care Worker  
61032 Crime Information Agent  
70669 Parks Operations & Maintenance Assistant Supervisor (Promotional)  
70801 Conservation Enforcement Officer (General Option – 003)  
90428 Service Patrol Operator

## EXAMINATIONS NOW OPEN (Closing dates in parentheses)

10644 Accounts Examiner IV (Promotional) (7-18-07)  
10735 Revenue Planning and Tax Analysis Officer (Promotional) (7-18-07)  
11030 Tourist Promotional Representative (Welcome Center Option – 343)  
(Continuous)  
11030 Tourist Promotional Representative (Tourism Option – 345) (Continuous)  
11033 Tourist Promotional Representative Supervisor (Welcome Center Option – 343)  
(Promotional) (7-25-07)  
11108 Employment Security Manpower Analyst (7-25-07)  
11357 Economic Development Representative (Continuous)  
50343 Classification Specialist Supervisor (Promotional) (7-18-07)  
60335 ABC Enforcement District Supervisor (Promotional) (7-18-07)  
60634 Port Police Sergeant (Promotional) (7-18-07)  
61451 Pipeline Safety Investigator (8-8-07)  
90501 Maintenance Repairer (7-18-07)



## **EXAMINATIONS NOW CLOSED**

11743 ABC Compliance Specialist  
70510 Lands Management Officer (Promotional)  
80105 Custodial Worker Supervisor

## **WRITTEN EXAMINATIONS SCHEDULED FOR JULY 14, 2007** **(Subject to changes)**

To be scheduled for a written continuous examination, applications must be received by the State Personnel Department at least 25 days prior to the announced examination date.

10196 Administrative Support Assistant I  
10515 Programmer  
10526 IT Systems Technician, Senior (PC Option – 448)  
10605 Accounting Technician  
10612 Staff Accountant  
10641 Accounts Examiner I  
10701 Revenue Examiner I  
10911 Stock Clerk I  
11211 Bank Examiner I (Bank Examiner Option – 340)  
11451 Unemployment Insurance Field Deputy  
20614 Environmental Scientist  
40641 Disease Intervention Specialist  
50247 Financial Support Worker  
50419 Medicaid Eligibility Specialist  
60161 Emergency Management Planner  
60410 Driver License Examiner I  
60712 Correctional Sergeant  
60801 Youth Services Aide

## **WRITTEN EXAMINATIONS SCHEDULED FOR AUGUST 4, 2007** **(Subject to changes)**

To be scheduled for a written continuous examination, applications must be received by the State Personnel Department at least 25 days prior to the announced examination date.

10198 Administrative Support Assistant III  
10421 IT Operations Technician (Computer Option – 449)  
10516 Programmer Analyst, Associate (General Option – 003)  
10525 IT Systems Technician (PC Option – 448)  
10601 Account Clerk  
10611 Accountant  
10713 Revenue Compliance Officer I  
11461 Unemployment Compensation Technician  
11717 ABC Sales Manager I  
20751 Microbiologist  
21230 Planning & Economic Development Specialist I/II  
40501 Activity Program Aide I  
40761 Health Services Administrator I  
50222 Financial Support Supervisor  
50223 Service Supervisor  
50246 Social Service Caseworker  
60715 Correctional Captain  
60805 Youth Services Child Care Worker  
60901 Probation & Parole Officer  
70410 Forest Ranger/Technician

## **WRITTEN EXAMINATIONS SCHEDULED FOR SEPTEMBER 8, 2007**

**(Subject to changes)**

To be scheduled for a written continuous examination, applications must be received by the State Personnel Department at least 25 days prior to the announced examination date.

10197	Administrative Support Assistant II
10515	Programmer
10526	IT Systems Technician, Senior (PC Option – 448)
10721	Tax Valuation Analyst I
10841	State Personnel Analyst I
10875	Retirement Counselor
11211	Bank Examiner I (Credit Union Option – 433)
11231	Insurance Examiner I
11408	Employment Security Representative
11681	Fire Fighter/Driver Operator
11706	ABC Sales Associate
20652	Public Health Environmentalist
50247	Financial Support Worker
50401	Disability Specialist
60331	ABC Enforcement Agent
60410	Driver License Examiner I
60637	State Capitol Police Officer
60714	Correctional Lieutenant
60801	Youth Services Aide
70801	Conservation Enforcement Officer (General Option – 003)

## **EXAMINATIONS UNDER DEVELOPMENT**

10195	Transportation Office Manager
10314	Graphic Arts Specialist
10715	Revenue Specialist Agent I
10731	Revenue Research Analyst I
10831	Personnel Assistant II
10832	Personnel Assistant III
10848	State Personnel Training Coordinator
10956	State Purchasing Deputy Director
11104	Statistician Supervisor
11340	Foreign Trade Specialist
11358	Senior Economic Development Representative
11620	Assistant Military Budget and Fiscal Officer
11671	Military Construction Specialist I
11927	Office Services Supervisor
20118	Engineering Assistant, Senior
20222	Cartographic Specialist, Senior
20320	Real Property Valuation Analyst
20481	Transportation Technologist (Bridge Option – 005)
20481	Transportation Technologist (Design Option – 007)
20770	Public Health Laboratory Assistant Director
21170	Telecommunications Operations Supervisor
30123	Education Administrator (Financial Option – 391)
30609	Departmental Marketing Specialist (General Option – 003)
30609	Departmental Marketing Specialist (Graphics Option – 414)
30650	APT Broadcast Director
30665	Radio Station Manager
40652	Nursing Consultant (Education Option – 149)
40737	Licensure and Certification Supervisor
40738	Licensure and Certification Manager
40739	Licensure and Certification State Program Director
40741	Health Planner I

## **EXAMINATIONS UNDER DEVELOPMENT (Continued)**

40756	State Vital Statistics Registrar
60162	Emergency Management Planner II (Hazard Mitigation Option – 232)
60331	ABC Enforcement Agent
60351	Criminal Intelligence Analyst
60413	Drive License Supervisor
60734	Correctional Classification Director
60735	Correctional Classification Assistant Director
60742	Correctional Warden I
60762	Correctional Warden II
60763	Correctional Warden III
60801	Youth Services Aide
60811	Youth Services Counselor
61501	Weights and Measures Laboratory Supervisor
70107	Agricultural and Consumer Protection Specialist (Livestock & Poultry Option – 303)
70248	Veterinary Diagnostic Specialist (Microbiology/Virology Option – 043)
70248	Veterinary Diagnostic Specialist (Animal Option – 357)
70655	Assistant Lodge Manager
70662	Park Manager II
70666	Park Superintendent II
70723	Biologist III (Inland Fish Option – 046)
70724	Biologist IV (Marine Option – 047)
80356	Food and Beverage Manager II
90246	Transportation Maintenance Technician, Senior
90445	Equipment Mechanic
90446	Equipment Mechanic, Senior

## **EXAMINATIONS TO BE ANNOUNCED THIS WEEK**

**(Subject to changes)**

10852	Departmental Personnel Manager II (Promotional)
50409	Disability Determination Administrator (Promotional)
60905	Probation and Parole Division Director (Promotional)
90442	State Motor Fleet Manager





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**DEPARTMENTAL PERSONNEL MANAGER II - 10852**  
**\$49,161.60 - \$74,949.60**

**Department:** Various  
**Location:** Montgomery

**Type of Examination**

An **open-competitive** and a **promotional** register will be established for all applicants who meet the minimum qualifications listed below. Individuals who have current permanent status as Departmental Personnel Manager I or comparable classification with the State Merit System and who meet the minimum qualifications will qualify for the **promotional** register. Qualified candidates will be required to participate in an Assessment Center. Detailed information regarding the Assessment Center will be mailed at a later date to qualified candidates in a Candidate Information Guide. For the open-competitive register, the final score from this assessment center will comprise 100% of the final grade. For the promotional register, the final score from this assessment center will comprise 95% of the final grade, with average service ratings from the last three years comprising the remaining 5% of the final grade.

**Qualifications Needed to Apply**

To apply you must have **all** of the following:

- Bachelor's degree from an accredited\* college or university in Human Resource Management, Personnel Administration, or a closely related field.
- Four years of professional work experience in personnel administration. Personnel administration work includes responsibility for some of the following functions: performance appraisal, compensation/payroll, employee benefits, classification, selection/hiring, and employment termination.

**Kind of Work**

This is professional personnel administrative work of considerable scope and complexity within a state agency. Employees in this class are responsible for the management and coordination of a personnel program of considerable scope and complexity. Work is distinguished from the lower level by the complexity of personnel problems, the frequency of unusual problems and participation in management planning. Important aspects of the work involve discussing technical problems and agency personnel proposals and needs and coordinating personnel actions with State Personnel. The Agency's work force usually consists of a moderate to large number of employees, and work involves dealing with a variety of classes which presents frequent and difficult recruitment and classification problems. In addition to the duties of the lower level, responsibilities include supervising in-house training programs; supervising a professional, technical and clerical staff; ensuring staff conducts personnel transactions according to rules and regulations and coordinating recruitment activities for the agency.

**How to Apply**

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **August 1, 2007**. Applications received after this date **WILL BE REJECTED**. The names of those who apply late will be put on a mailing list. They will be notified when they should apply again. The State Personnel Department is not responsible for late receipt of applications due to mail service or fax malfunction. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

**Veteran's Preference Points are NOT allowed on promotional registers.**

Individuals currently on the register **must reapply** to remain eligible for employment.

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER.**

\*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.



Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

## **State of Alabama Personnel Department**

### **Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.



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**Announcement of Continuous Merit System Examination**

**DISABILITY DETERMINATION ADMINISTRATOR – 50409**

**\$46,788.00 - \$91,264.80**

**DISABILITY DETERMINATION ADMINISTRATOR - 50409**

**SALARY \$46,788.00 - \$91,264.80**

**Department:** Education, Disability Determination Service

**Location:** Birmingham, Mobile

**TYPE OF EXAMINATION**

A promotional register will be established by an evaluation of the applicants' education and experience as shown on their application. This evaluation will comprise 90% of the final score, and an average of service ratings for the last three years will comprise the remaining 10%.

**QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following:**

- Current permanent status and five years of experience in the classification of Disability Determination Supervisor.
- A Master's degree from an accredited\* college or university in any major.

**NOTE**

If your application states you have a college degree, the Alabama Department of Education requires documentation verifying possession of the degree prior to employment.

**KIND OF WORK**

Employees in this class serve as managers and administrators by planning, directing, implementing, coordinating, monitoring, and supervising the disability program. Work involves directing a large claim processing operation or serving as director of a major program of high complexity and organizational significance affecting agency-wide operations. Supervision is exercised over supervisory, professional, technical, and clerical personnel. Work is performed independently but is subject to administrative direction by the Director of Disability Determination Service.

**HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at any Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110. Applications will be accepted **until further notice**.

*Individuals currently on the register **MUST** reapply to remain eligible for employment.*

*Veteran's credits are **NOT** allowed on promotional examinations.*

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## State of Alabama Personnel Department

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1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.
  - Southern Association of Colleges and Schools (SACS)
  - Middle States Association of Colleges and Schools (MSA)
  - Northwest Commission on Colleges and Universities (NWCCU)
  - North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
  - New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
  - Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)
2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

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PROBATION AND PAROLE DIVISION DIRECTOR – 60905  
\$51,648.00 - \$78,674.40

Department: Alabama Board of Pardons and Paroles  
Location: Montgomery

#### TYPE OF EXAMINATION

A **promotional** register will be established. Qualified applicants will be scheduled for a multi-component examination process. Information describing the examination will be mailed to qualified candidates at a later date. Scores for the examination will comprise 95% of the final grade and an average of service ratings for the last three years will comprise the remaining 5%.

#### QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- Current permanent status as a Probation and Parole Supervisor or Probation and Parole Manager with the Alabama Board of Pardons and Paroles.
- Five years of experience in the field of adult probation and parole, to include two years of administrative or supervisory experience.

#### KIND OF WORK

This is parole work of an administrative nature assisting in the development, planning, and directing of a statewide parole and probation program. Employees in this class direct or assist in the direction of a statewide parole and probation operation. Employee positions include Interstate Compact Administrator; Assistant Directors to the Field Services Division; Administrative Operations Manager of the Docket and Pardons Units; and Director over Residential Facilities. Work is performed under general direction of the Board of Pardons and Paroles and is reviewed by the executive director or assistant director for conformance to detailed policies and procedures through reports and conferences.

#### HOW TO APPLY

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Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

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### State of Alabama Personnel Department

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- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
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**STATE MOTOR FLEET MANAGER – 90442**  
**\$46,788.00 - \$71,272.80**

**Department:** Finance  
**Location:** Montgomery

**TYPE OF EXAMINATION**

An **open competitive** register will be established. Qualified applicants will be required to complete an Experience Record Questionnaire and participate in a Writing Exercise. The applicant's score on the Writing Exercise and the Experience Record Questionnaire will comprise 100% of the final score.

**QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following to qualify:**

- Graduation from a standard senior high school or GED equivalency
- Eight (8) years of progressive fleet management, automotive parts, service management or shop management work experience

**NOTE:**

College coursework from an accredited\* college or university may substitute for the required automotive fleet management, automotive parts, service management or shop management experience on a year-for-year basis. Please list college coursework including credit hours on application or attach college transcript (one year of college coursework is equivalent to 30 semester hours or 45 quarter hours).

**Special Requirement**

Qualified applicants are required to acquire and maintain a valid Alabama Driver's License.

**KIND OF WORK**

This is supervisory work in independently coordinating and directing the activities of the central motor pool serving state agencies and departments in the Montgomery area. Work is performed without technical supervision, and is evaluated by an administrative superior through review of performance reports and activity records.

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1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.
  - Southern Association of Colleges and Schools (SACS)
  - Middle States Association of Colleges and Schools (MSA)
  - Northwest Commission on Colleges and Universities (NWCCU)
  - North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
  - New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
  - Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)
2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.



State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)

**Announcement of Continuous Merit System Examination**

**ECONOMIC DEVELOPMENT REPRESENTATIVE – 11357**  
**\$40,456.80 - \$67,852.80**

<b>ECONOMIC DEVELOPMENT REPRESENTATIVE (11357)</b>	<b>SALARY \$40,456.80 - \$67,852.80</b>
----------------------------------------------------	-----------------------------------------

**Department:** Alabama Development Office  
**Location:** Montgomery

**TYPE OF EXAMINATION**

An **open-competitive** register will be established for individuals who meet the qualifications stated below. Qualified applicants will be evaluated based on the extent and quality of their training and experience as stated on their application. This evaluation of training and experience will comprise 100% of the final score.

**QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following to qualify:**

- Bachelor's degree from an accredited\* college or university in economic development, geography, business administration, marketing, civil or industrial engineering or a closely related field.
- Three years of responsible economic development experience to include two years managing new or existing industrial/business client projects and providing overall guidance in locating or expanding industry.

**NOTE**

The required three years of responsible economic development experience must be within the past five years.

**NECESSARY SPECIAL REQUIREMENTS**

- Applicants must possess a valid Alabama driver's license and must be able to obtain a passport.
- Extensive, overnight travel is required for this job.

**KIND OF WORK**

This is professional work in support of local, regional, or statewide economic development activities for the purpose of recruiting and expanding industry in the state of Alabama. Employees in this class are responsible for independently assessing and assisting in the retention, development, and expansion of existing industries in the state as well as promoting the location of new industries. Work involves serving as project manager over economic development investment projects. Employee acts as a liaison with community, business, industrial, international associations, and site consultants interested in locating in the state. Work also involves providing technical assistance in developing proposals for industrial clients. Work is performed under the general supervision of an assigned administrative superior.

**HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at any Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110. Applications will be accepted **until further notice**.

*Individuals currently on the register **MUST** reapply to remain eligible for employment.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

## State of Alabama Personnel Department

### Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
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Note: This policy is subject to change. Certain state agencies may have additional requirements.





# STATE OF ALABAMA

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Jackie Graham  
State Personnel Director  
Paul D. Thomas  
Deputy Director

State Personnel Board  
James Anderson  
Joe Dickson  
John McMillan  
Ellen G. McNair  
Joyce P. O'Neal

July 11, 2007

### MEMORANDUM

To: Persons Concerned with Continuous Announcements

From: State Personnel Director

Re: Cancellation of Continuous Announcement for:

#### **Accounting Manager - 10614**

Effective **July 18, 2007**, applications will no longer be accepted for the above job class. Applications currently on file and those received by close of business on July 18, 2007 will be evaluated. Qualified applicants will be scheduled for the next administration of this examination on August 9, 2007.







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July 11, 2007

### MEMORANDUM

TO: Persons Concerned with Continuous Announcements

FROM: State Personnel Director

SUBJECT: Cancellation of Continuous Announcement for:

#### **MENTAL HEALTH WORKER II - 40132**

Effective immediately, applications will no longer be accepted for the above job classification. A new selection procedure will soon be developed and a new recruitment announced. At that time, a job announcement for Mental Health Worker II will be printed and distributed notifying interested individuals that this classification is again open for the receipt of applications. All applications currently on file to be processed will be held by the State Personnel Department and processed when recruitment is re-announced. Applications received on or after **July 11, 2007** will be placed on a mailing list, notifying them when the class is again open for receipt of applications. All individuals on the Mental Health Worker II register will be notified when the new recruitment and selection procedure is announced. At that time, they will need to submit an application in order to take the new test and be placed on the employment register.







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July 11, 2007

### MEMORANDUM

TO: Persons Concerned with Continuous Announcements

FROM: State Personnel Director

SUBJECT: Cancellation of Continuous Announcement for:

### **MENTAL HEALTH WORKER III - 40133**

Effective immediately, applications will no longer be accepted for the above job classification. A new selection procedure will soon be developed and a new recruitment announced. At that time, a job announcement for Mental Health Worker III will be printed and distributed notifying interested individuals that this classification is again open for the receipt of applications. All applications currently on file to be processed will be held by the State Personnel Department and processed when recruitment is re-announced. Applications received on or after **July 11, 2007** will be placed on a mailing list, notifying them when the class is again open for receipt of applications. All individuals on the Mental Health Worker III register will be notified when the new recruitment and selection procedure is announced. At that time, they will need to submit an application in order to take the new test and be placed on the employment register.

